

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS – ATASCADERO**  
**HUMAN RESOURCES DEPARTMENT**

<b>JOB CLASSIFICATION: STAFF SERVICES MANAGER I</b> (HIRING/RECRUITMENT MANAGER)
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

Under general direction of the Staff Services Manager II (Supervisory), is responsible to supervise and provide direction to the Recruitment, Employment and Selection Services sections of the Human Resources Department.

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| 55 % | <b>Supervise and provide direction to Recruitment, Employment and Selection Services in carrying out the full range of functions of the hospital's recruitment, employment and selection services. Identify program needs and establish goals and objectives.</b> Assess, develop and implement training needs for current and future staff assignments. Provide assignments and opportunities that encourage staff development and upward mobility. Ensure performance standards are met as required by hospital policy and relevant guidelines. <b>Review and evaluate staff performance.</b> Assist in the recruitment and selection of staff. |
| 35 % | <b>Make recommendations to hospital management regarding hospital policies and procedures to ensure compliance with various laws, rules and regulations. Provide consultation, recommendation and technical advice to supervisors and managers on complex hiring, selection and recruitment issues.</b> Prepare clear, concise reports as assigned. Perform internal audits and assist with special assignments as required. <b>Independently researches and prepares responses to letters and complaints from employees or candidates regarding personnel issues, examination, or hiring appeals.</b>                                            |
| 10 % | May represent the hospital at State Personnel Board hearings and provide assistance and consultation to the California Department of Human Resources, DSH-Sacramento Human Resources, and other agencies regarding personnel matters. Develop and maintain effective working relations with public and private agencies.                                                                                                                                                                                                                                                                                                                          |

Participate in statewide committees and workgroups as assigned by the Human Resources Director and/or Personnel Officer. Promote and maintain positive working relationships with other hospital departments and programs to further the hospital's mission and goals.

## **2. SUPERVISION RECEIVED**

Staff Services Manager II (Supervisory)

## **3. SUPERVISION EXERCISED**

2.0 Associate Governmental Program Analyst; 2.0 Staff Services Analyst;  
1.0 Office Technician, Typing; 1.0 Student Assistant

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Principles, practices and trends of public and business administration, including management and support staff services such as budget, personnel, management analysis, planning, program evaluation or related area; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental functions and organization at the state and local level; department's equal employment opportunity (EEO) program objectives; a manager's role in the EEO program and the processes available to meet EEO objectives.

### **ABILITY TO:**

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; and develop and effectively utilize all available resources; effectively contribute to the department's EEO objectives.

## **5. REQUIRED COMPETENCIES**

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

## **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

## **SITE SPECIFIC COMPETENCIES**

- Provide consultation, recommendation and technical advice on complex hiring practices.
- Take effective independent action.
- Excellent oral and written communication skills

## **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Knowledge and interpretation of relevant rules and regulations affecting personnel management.
- Knowledge of departmental/hospital policies and procedures pertaining to personnel.

### **7. TRAINING** - Training Category = 10

The employee is required to keep current with the completion of all required training.

### **8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee Signature

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Date

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Supervisor Signature

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Date

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Reviewing Officer's Signature

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Date